



ENROLLING SPEECH ONLY PRE-KINDERGARTEN AND KINDERGARTEN STUDENTS

Responsible: Department of Student Accounting

PURPOSE

This Administrative Procedure shall describe the protocol for the enrollment of "speech only" pre-kindergarten and kindergarten students.

PROCEDURE

1. If there are speech only Pre-Kindergarten students at your school site:
 - a. You must have a course/section for attendance in Infinite Campus, AM PK or PM PK depending on when the student attends);
 - b. This course/section must be assigned to the Speech Pathologist/Therapist and not the Pre-Kindergarten Teacher; and
 - c. You must enroll the student with a grade level of Pre-Kindergarten.
 - d. The start status of E1 must be used for PK students who have an active and locked IEP in IC.
 - e. The start status of E3 must be used for PK students who do not have an active and locked IEP in IC.
 - f. Start status must be changed by withdrawing and re-enrolling a student if their IEP expires and a new one is not active and locked in IC.
2. If there are speech only Kindergarten students at your school site:
 - a. You must have a course/section for attendance in Infinite Campus, AM K or PM K depending on when the student attends);
 - b. This course/section must be assigned to the Speech Pathologist/Therapist and not the Kindergarten Teacher; and
 - c. You must enroll the student with a grade level of Kindergarten.
3. You may need to contact Infinite Campus and have the Speech Pathologist/Therapist added to your staff.
4. Pre-Kindergarten students (age less than 5 on the first day of school) must never be enrolled with a grade level of Multi-Age Kindergarten or Kindergarten. (NRS 392.040).

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.
2. This Administrative Procedure aligns with Nevada Revised Statutes (NRS) Chapter 392, Pupils, and specifically:
 - a. NRS 392.040, Attendance required for child between 7 and 18 years of age; minimum age required for kindergarten and first grade; waiver from attendance available for child 6 years of age; developmental screening test required to determine placement; effect of military transfer of parent of child.

REVISION HISTORY

| Date | Revision | Modification |
|-------------|-----------------|--|
| 04/01/2012 | 1.0 | Adopted as Accepted Practice |
| 12/05/2013 | 2.0 | Revised: converted to Administrative Procedure |
| 07/05/2022 | 3.0 | Revised: Updated to reflect that Speech is no longer a course in Infinite Campus |

